

**NUCLEAR & PLASMA SCIENCES SOCIETY**

**POLICY PROCEDURE FOR  
IEEE/NPSS  
CONFERENCES**

# NPSS POLICY PROCEDURE FOR CONFERENCES (MEETINGS & SYMPOSIA)

780620-17

REV: 121898

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## ***Purpose Of This Document***

This entire document comprises a list of special instructions and recommendations for IEEE Nuclear and Plasma Science Society conference organizers.

As such, it is complementary to the more generic guide to conference planning, entitled "*IEEE Meetings Organization Manual*", version 2, March 1996.

*Conference organizers need both documents for completeness of instructions and information.*

The IEEE manual has sections that can easily be distributed to the appropriate SubChair organizers. It can be ordered from:

IEEE Conference Services  
445 Hoes Lane  
Piscataway, NJ 08855-1331  
(908) 562-3878  
[conference.services@ieee.org](mailto:conference.services@ieee.org)

Alternately, it can be viewed on the IEEE website at:  
<http://www.ieee.org/tab/conflink.html>

The budget planning software can be ordered from:

Kenneth L. Maze  
IEEE Operations Audit Manager  
908-562-5503  
[k.maze@ieee.org](mailto:k.maze@ieee.org)

The NPSS Society Treasurer will pay any charges. Ken Maze is available by telephone for consulting on any technical issues with the software.

*This NPSS document will be forwarded to technical committee chairs, new conference chairs, and all voting Adcom members by Louis Costrell, [louis.costrell@nist.gov](mailto:louis.costrell@nist.gov).*

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## **SUMMARY OF CHANGES TO REVISION 3/98**

The budget forms and reporting forms (770810-15 and 770811-4) have been revised with the latest updates from IEEE. The electronic versions should come with the IEEE Quicken package.

These forms are identical with the IEEE reports, which are linked to Journal and Ledger forms in the IEEE Account and Report computer file folder.

The Reporting narrative form 770811-3 has been overhauled to incorporate Part I for pre-conference authorization, a new form from IEEE, and Part II for post conference report and evaluations.

In the 8/97 revision, notes were added to appropriate sections to highlight:

- The use of Web pages for announcements, submittal of abstracts, etc.
- Member/non-member fee differentials for conference and short courses.
- The transnational content and participation of the conference, both in its planning as well as attendance.
- New member recruitment at the conference.

## **SUMMARY OF CHANGES TO REVISION 7/98**

Minor updates were made to clarify text, minimize use of acronyms for readability, update Conference Editor information, and correct telephone numbers.

## **SUMMARY OF CHANGES TO REVISION 12/21/98**

A section was added under A3 (Procedure) and A4 (Contracts) to clarify procedures and responsibilities. A11, Instructions for Authors, was significantly modified to reflect new electronic procedures more accurately. Under A.13, a note was added regarding possible Host laboratory insurance requirements.

A number of minor clarifications were made to the text in the following sections: A.5.2 (Bank Accounts..) – Modified Warning note.

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- A6. (Section Notification) Added “as required by IEEE BoD”
- A7. (Publication of Proceedings) added “or produced by CDROM”; A7(a) changed “charge” to “assessment”
- A9. (NPSS Data Base) Deleted first paragraph & changed to “NPSS Conferences *shall* maintain, etc.”
- A10. (a) (Distribution of Call for Papers...) under NOTE, added *shall* to requirement to post in Newsletter; moved contents of A17 to become (c) of A.10
- A17. Relabeled and added as note on Overall Planning Schedule.
- A18. Added as note on Transnational Participation.
- B.3. (Conference & Budget Reports) added ...”check *payable to IEEE*...”
- C.2. (Call for Papers...) added a reminder to use a mailing house.
- D.1 (770809), added Igor Alexeff as 1999 President. Changed Revision Date to Effective Date of 1/1/99 for this page. Deleted Ed Barsotti and added Charles Britton as TNS Conference Editor.
- D.2, 4, 5, 6, 7 & 8, added references to newest versions of electronic version of IEEE Meetings Organization Manual available on (<http://www.ieee.org/tab/conflink/html>).

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The procedure presented herein shall be followed for IEEE/NPSS conferences (meetings, symposia, etc.). Must and shall are mandatory, should is recommended, and may is discretionary. Forms referred to should be duplicated from those attached.

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# NPSS POLICY PROCEDURE FOR CONFERENCES (MEETINGS & SYMPOSIA)

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## ACRONYMS & ABBREVIATIONS

AdCom	- NPSS Administrative Committee	ProgChair	- Conference Program Chairman
ConfChair	- Conference Chairman	TC Chair	- Technical Committee Chairman
ConfRecEd	- Conference Record Editor	Conf-Ed	- Trans. on Nuclear Science, Conference Editor
ConfTreas	- Conference Treasurer	TransEd	- Editor of Transactions involved
EdChef	- NPSS Editor-in-Chief	SocTREAS	- NPSS Treasurer
PRES	- NPSS President	SMC	- Society Meetings Coordinator
SECTY	- NPSS Secretary	PC	- Program Committee
CPC	- Conference Policy Committee	MOM	- Meeting Organization Manual

## A. BEFORE CONFERENCE

<p><u>OVERALL PLANNING SCHEDULE: REFER TO ATTACHMENT D7 FOR GUIDELINES FOR CRITICAL PLANNING MILESTONES</u></p>
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- A1. AdCom Approval in Principal - The appropriate TC Chair shall obtain approval in principal from the AdCom for new conference series or special conferences.
- A2. Responsibility for Conference - Once approval in principal for a conference series or special conference has been granted by the AdCom, responsibility for the conference rests with the Sponsoring Committee, which is the appropriate Technical Committee.

- The Sponsoring Committee selects the conference dates and site and appoints the Conference Chair.
- The Sponsoring Committee may request the Conference Chair to propose options for the conference dates and site for the Sponsoring Committee's consideration and approval.
- The Sponsoring Committee usually delegates to the Conference Chair, selection of the Conference Committee members and responsibility for the organization and detailed operation of the conference, to be held on the dates and at the site approved by the Sponsoring Committee.
- The Conference Chair shall coordinate with the *sponsoring TC and AdCom* in setting fees for registration and short courses. Note that IEEE encourages a 25-50% member/nonmember fee differential for IEEE approved events (See Section C.1).
- The Conference Chair shall coordinate with the *Education Committee* in accommodating the courses which that committee schedules to be held in conjunction with the conference.
- It is recommended that the Conference Chair appoint a *Transnational Committee* to help foster the Transnational goals of IEEE (See *Attachment D8: IEEE Meetings Organization Manual (MOM)*, Section 14, App. E6).
- The Conference Chair is invited to AdCom meetings two years before and one year after the conference, and receives AdCom meetings minutes during that period. Responsibility: NPSS Secretary and Society Meetings Coordinator.

## A3. Information Required for Approval Action -

- The Conference Chair shall submit the following to the appropriate TC Chair:

### (a) PROPOSED BUDGET (NPSS FORM 770810-15)

### (b) IEEE CONFERENCE REPORT (NPSS FORM 770811-4, PART I)

- The TC Chair shall in turn submit the documents to the NPSS Treasurer for top-level approval by the President, Treasurer and appropriate Transactions Editor, if any.
- The Treasurer shall then forward the approved budget to the IEEE and will notify the Conference Chair of budget approval.

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NOTE: ALL HOTEL CONTRACTS *MUST* BE REVIEWED BY IEEE CONFERENCE SERVICES BEFORE SIGNING. THE APPROVED COPY MUST BE SUBMITTED TO THE NPSS TREASURER.

NOTE: Submit budget for approval promptly in order to avoid problems with advance loan (See A4). Use only Budget Form 770810-15, and send to NPSS Society Treasurer, NOT to IEEE.

## A4. Contracts -

- All Conference contracts require two signatures. Authorized signatories are: Conference Chair, TC Chair, and NPSS Treasurer.
- All hotel contracts must be reviewed by IEEE conference services before signing. Evidence of review should be sent to the NPSS Treasurer.
- Conference personnel who are signatories should check whether review by their home institution legal staff is necessary before signing of contracts.

## A5. Bank Accounts and Advance Loans -

- A5.1 For legal protection, bank accounts (savings and checking) shall be opened as "IEEE dba (yr of conf) (name or acronym of conference)". For example, IEEE dba 1991 NSREC. [dba indicates "doing business as".] Savings accounts shall have the IEEE, IRS Identifying Number 13-1656633. At least two Conference Officers shall have signature authority. The IEEE Staff Director of Finance, must be an alternate signature -- arrange early for processing of signature cards and mail to IEEE Conference Services, 445 Hoes Lane, P.O. Box 1331, Piscataway, NJ 08855-1331. Advance funds (loans) can be obtained by applying to the Society Treasurer upon acceptance of the proposed budget.
- A5.2 If no bank account is opened (for example: if the conference is administered by a host laboratory, and expenses are later billed to IEEE), then the local laboratory accounting procedures will apply.

**WARNING:** BEWARE OF POTENTIAL OVERHEAD AND OTHER CHARGES FROM HOST LABORATORY/ENTITY! PRIOR AGREEMENT IN WRITING WILL AVOID PROBLEMS.

- A6. Section Notification - The appropriate TC Chair or Conference Chair, as required by the IEEE Board of Directors, shall write somewhat as follows to Chairman of IEEE Section and appropriate chapters Chairmen in area in which Conference is to be held:

"The IEEE Nuclear and Plasma Sciences Society has arranged to hold the ..... Conference at the .....in .....on.....(dates).....This information will be of interest to members of your Section."

A copy of this letter is to be sent to The Society Treasurer and IEEE Conference Services.

- A7. Publication of Proceedings - Arrangements shall be made for publication (if any) of the Conference proceedings. Many NPSS conferences publish either a Conference Record or a Conference Transactions Issue or both. SEE ATTACHMENT D5.

A **Conference Record** typically contains complete manuscripts and/or abstracts of all papers presented at the conference. The material is published as submitted by the author, without peer review; this permits the Conference Record to be printed, or produced on CDROM, and distributed with minimum delay. **Note:** Since the Conference Record is not peer-reviewed, papers printed in it can

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also be submitted to a peer-reviewed, archival journal, such as an IEEE Transactions. Conference Records are typically distributed primarily to conference registrants. Arrangements may be made to sell copies.

- A **Conference Transactions Issue** is an issue of an IEEE Transactions (e.g., *IEEE Transactions on Nuclear Science* or *Transactions on Plasma Science*) containing papers presented at the conference. Typically authors are permitted/encouraged to submit manuscripts of their conference papers to the editor of the Conference Transactions Issue. To be printed in the issue, papers must satisfy the acceptance criteria of the Transactions, and must undergo a peer review process. Conference Transactions Issues are normally distributed to conference registrants as well as to the journal's normal subscribers.
- Costs of publication, distribution, etc., shall be included in the conference budget as follows:
  - (a) **Conference Transactions Issues** - The conference Expense budget shall include a Transactions assessment of "x" dollars per page. Contact the Society Treasurer for the appropriate value of "x".
  - (b) **Conference Record** - Conference Records can be printed by IEEE Publishing Services, or, at the option of the Conference Chair, other means may be selected. The conference budget shall include:
    - 1) EXPENSES in the amount of total publication cost, including editing, mailing and shipping charges.
    - 2) RECEIPTS for: [a] the expected BOOK BROKER return from IEEE, and [b] publications sales at the conference. See LINE 15 of 770810 -15 and contact The Society Treasurer for assistance.  
Note: The BOOK BROKER will handle post conference distribution of all NPSS conference publications.

A8. Proceedings Editor(s) - If a Conference Record is published by the conference, the Conference Chair shall appoint a Conference Record Editor. The duties include:

- (a) Review with the Editor in Chief the required procedures.
- (b) From IEEE TAB Products Office, obtain a set of ISBN (International Serial Book Numbers), LC (Library of Congress number), and IEEE Catalog Number for each Conference Record.

A9. NPSS Data Base -

NPSS conferences shall maintain a permanent list [see A10.(b)] of previous attendees of the conference series and other potentially interested parties. This list should also be obtained from the previous conference Chair, and used for these mailings. Since it should be added to, culled, and corrected periodically, it should constitute a "high yield" list. This can/should be done by contacting people on the list who have not attended for the last 5 years, and determining whether they want to be kept on the list. Some TCs appoint a "Keeper of the List" to maintain the list. (See A10(b) and B.2.)

A10. Distribution Of Call For Papers And Conference Brochure (program) - Call for Papers and Conference Brochures (with registration forms) shall be distributed to:

- (a) Selected NPSS members (see A9 regarding Data Base)  
Where conference is primarily of interest to only an identifiable portion of the membership, brochures need not be distributed to the entire membership. In all cases, information on how to obtain brochures and registration information shall be included in a notice in the NPSS



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Newsletter, and (recommended) posted on the Conference www Home Page (See A17).

- (b) A special Conference "High Yield" list, with names of attendees at recent corresponding conferences and persons submitting papers. This list shall be kept by the *Keeper of the List* appointed by the Technical Committee responsible for the Conference (See also B.2).
- (c) Web Page: Set up a www Conference Home Page, linked from the IEEE Home Page. Include key contacts, committee members, phones and addresses, announcements, call for papers, advance program, registration information, etc. Notify the IEEE Web Master of the conference URL for adding a Hot Link.

RECOMMENDATION: USE A MAILING HOUSE TO ADVISE ON & HANDLE ALL MAILINGS

### A11. Instructions for Authors –

- The principal author of each paper to be presented at the conference and/or published in the Conference Proceedings publications should be sent *Instructions to Authors*. The Conference Chair designates a person responsible for preparing and sending instructions; this is typically the Program Chair or the editor(s) of the Conference publications.
- Normal distribution is via the World Wide Web.
- The instructions contain complete guidelines for the preparation of manuscripts that are submitted by the author(s) for publication. They should also include blank IEEE Copyright Forms, guidelines for oral or poster presentations, and other information pertinent to the specific conference.
- IEEE Copyright forms should be printed from the web, signed and mailed to the Guest Editor.
- The author instruction form should request identification of both the corresponding author and the presenter.

AUTHOR INSTRUCTIONS NORMALLY WILL BE POSTED ON THE CONFERENCE WWW HOME PAGE. ABSTRACTS WILL NORMALLY BE SUBMITTED VIA EMAIL ON THE WEB. SIGNED COPYRIGHT FORMS MUST BE MAILED TO THE GUEST EDITOR.

- IEEE Copyright Forms are available from IEEE Publishing Services Manager for Transactions/Journals.
- It is now common practice to require authors to prepare manuscripts for publication using desk top publishing techniques which result in normal-page size (e.g., 8 1/2 X 11 inches) manuscripts, often in a two column format. These are expected to be camera-ready and of high quality such that they can be published directly<sup>1</sup>. The person responsible for preparing the *Instructions to Authors kits* should obtain the currently available information on desk top publishing techniques (using computer-based word processors and printers) that can be used to generate this format. This is available from several sources, including the TNS-Conference Editor. This information should be included in the *Instructions to Authors*.

There are very few authors who do not have access to desktop publishing facilities. However, provisions should be made, in case the need arises, to accommodate those that do not have such access. Optical page scanners and optical character recognition (OCR) software (commonly available

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in service establishments or large laboratories) can be used to convert typewritten pages to the required format.

**Note: If both a Conference Record and a Conference Transactions Issue are produced, the same formatting instructions should be used for both to reduce confusion to the authors.**

- A12. IEEE Copyright Forms - An IEEE Copyright Form, signed by the author or an authorized representative, must be obtained for each paper printed under the auspices of the IEEE. This includes papers printed either in an IEEE Transactions issue or in a Conference Record published by the conference. (If printed in both, two signed forms are required -- one for each.) (See also A.11)

The editor responsible for the particular Conference publication is responsible for collecting the completed forms for his/her publication, and for forwarding them to the IEEE Publications Office with the manuscripts.

- A13. Insurance - ALL NPSS conferences shall carry insurance. The Conference Chair must make application **direct to IEEE** by filling out the standard IEEE **REQUEST FOR CONFERENCE INSURANCE** form enclosed. Coverage beyond the minimum may be desirable --- read carefully the **CONFERENCE INSURANCE INFORMATION** and **SPECIAL NOTES** on pages 2 and 3 of the application. SEE ATTACHMENT D6.

**Note: The Host Entity (Laboratory or Organization) may have special insurance requirements beyond those of the IEEE described here. The Conference Chair is responsible for coordinating with the Host on this matter.**

- A14. Financial Commitments - Financial Commitments shall be made only by the Conference Chairman or a designee. The Conference Chairman should make this clear to all persons involved in the organization of the conference.
- A15. Financial Audit - If income or expenses exceed \$100,000, financial records *must* be audited by a professional independent outside source. If less than \$100,000, revenue and expenses will be audited by IEEE on a rotational basis. If not so scheduled, the meeting should be audited by an internal committee of individuals with no direct or indirect financial responsibility.

Recommendation: Get an auditor committee on board early so that the books will be in a form that makes for easy auditing.

- A16. Advance loans - are available through The Society Treasurer **after NPSS approval of proposed budget**. Allow at least 30 days.
- A17. Overall Planning Schedule - Obtain from IEEE (See Items 6&7 of D.7). The detailed form is found in the Meetings Organization Manual and is valuable in establishing important milestones and timelines.
- A18. Transnational Participation - The M.O.M. suggests formation of a special committee to encourage and monitor transnational conference participation. See D.8 for details.

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## B AFTER CONFERENCE

- B1. Notification Regarding Transactions Proceedings - If there is to be a Conference issue of the Transactions, the Conference Chair shall advise the Transactions Editor (within 30 days after the conclusion of the conference) as to the estimated number of registrants to receive copies.
- B2. Address Labels and Attendance Lists - Sets of address labels should be prepared for each conference publication and provided on paper or disk, as appropriate, to the distributor. Typically, the editor responsible for the particular Conference publication is responsible for obtaining the address list for the mailing of that particular publication. Typically, that list will contain only conference registrants, i.e., not Short Course only, or Exhibits only, or Guest registrants.

A copy of the complete conference attendance list, including the mailing addresses of all the registrants should be provided to the "Keeper of the List" (see A9.).

- B3. **Conference and Budget Reports** - IEEE policy requires that within 180 days of conclusion of Conference, The Conference Chair shall complete CONFERENCE REPORT (NPSS 770811-4, Part II) and BUDGET REPORT (NPSS 770810-15), and shall submit them, together with a check, payable to IEEE, in the amount of the advance loans plus the Conference surplus <loss> to the Society Treasurer. Copies of the Conference and Budget reports shall also be sent to (1) NPSS President, (2) TC Chair, (3) the chairman of the next conference in the series, and (if appropriate), (4) the Conference Record Editor. Upon approval by the NPSS President, the Society Treasurer will submit copies to the IEEE Conference Services Office. If the reports, as initially submitted, are changed prior to approval and submission to IEEE, the Conference Chair shall distribute the copies to all recipients of earlier drafts.

**IMPORTANT NOTE:** It is recognized that there may be some non-closed receivables or payables after the 180 days specified for submission of the "final" budget report. Since these will be few in number, they shall be estimated in the budget report and shall not delay the submission of the report within the stipulated 180 days. The non-closed items shall be pursued and concluded by the Conference Chairman, who shall also keep the Society Treasurer advised. Alternatively, The Society Treasurer may elect to track some or all of the items. Submit receivables to The Society Treasurer for deposit in IEEE surplus account (see M.O.M. 9.4.8).

- B4. Financial Audit - Do the financial audit per the requirements in A15.
- B5. Financial Records - In accordance with IRS rules, IEEE policy requires that the Conference Chair retain conference financial records for seven years, including all billing invoices and canceled payment checks for any conference expenses.

Where agency grants have been acquired via IEEE Headquarters to assist with specific expenses (e.g., publication costs), the Conference Chair will be required to provide the originals of billing invoices and canceled checks for those specific items to the IEEE (**keep copies!**). The original records are required by IEEE and the sponsoring agency when settling the terms of the grants.

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## C. ODDS AND ENDS

- C1. Registration Fees - IEEE policy requires that there shall be a member/non-member registration fee differential. The differential should be such that non-members pay in the range of 25% to 50% above the member price. (This has been waived for the Particle Accelerator Conference.) The member fee **must** apply to all IEEE members, whether or not they are members of the NPSS.

Reduced fees should normally be specified for students who are IEEE members. Fees should also be reduced or waived for retired, unemployed, and life members. The Conference Proceedings and social events (banquets, picnics, etc.) should not be provided, without additional charge, to reduced Fee or Waived Fee Registrants.

- C2. Call For Papers and Program Brochure Mailing Costs - Mailing costs for Program Brochures requires careful thought.

REMINDER: USE A MAILING HOUSE -- COSTS AND POSTAL RULES CHANGE OFTEN.

Unsealed brochures & Call for Papers are acceptable for domestic mail. For foreign destinations, the use of mailing house and first class mail is strongly recommended.

To keep brochure weight down, use cover stock no heavier than 110 pound index card and use 20 pound paper (usually white) for the innards. Use small size type and fill the page. Also, cut out the garbage that creeps into many brochures.

Pages come in multiples of four. Thirteen pages requires 16 and ends up with three blank pages.

- C3. Registration Desk Attendants - Competent registration attendants are generally available at low cost from the Convention Bureaus, and their use is recommended.
- C4. AdCom Meeting Expenses - AdCom meetings are sometimes held in conjunction with conferences. As a convenience for hotel billing procedures the costs of any luncheons, coffees or dinners for the AdCom meeting are usually billed directly against the conference hotel account. When this happens, the Conference Chair should promptly request reimbursement for these costs from the Society Treasurer, so that the final conference report does not show this as an expense item.
- C5. Exhibits - Planners should carefully consider traffic flows into the Exhibit areas. Exhibitors need good visibility and proximity to meeting rooms. Coffee breaks and/or other activities should be planned to help draw people into the Exhibit areas.

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**ATTACHMENT D1**

**ADDRESS LIST**

**(770809-XX)**

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<b>770809-15 ADDRESS LIST FOR NPSS CONFERENCE ORGANIZERS Effective 1/1/99</b>
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Fax

**ATTACHMENT D2**

**BUDGET REPORT FOR IEEE/NPSS CONFERENCES  
POST CONVENTION INFORMATION FORM**

**(Ref. MOM Budget7.PDF)**

**Special Note for NPSS Chairs:**

***DO* return the Budget Forms to the NPSS Society Treasurer.**

***DO NOT* return them to IEEE Conference Services as stated on the forms.**

***DO* return Page 6, Post Convention Information form, to IEEE Conference Services.**

**NPSS POLICY PROCEDURE FOR CONFERENCES  
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**ATTACHMENT D3**

**IEEE/NPSS CONFERENCE REPORT**

**(770811-XX)**



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**770811-4**

**IEEE PROPOSED/POST CONFERENCE REPORT**

REV. 072398

**PART I: PRE-CONFERENCE AUTHORIZATION**

Date of Proposal: \_\_\_\_\_

- **Fill in this report for proposed conference:**
- **Within 90 days after Conference**, Conference Chair (or a delegate) shall prepare and forward the completed POST CONFERENCE SUMMARY REPORT (PART II) together with IEEE SUMMARY FINANCIAL REPORT (970703-01) to:

IEEE/NPSS Officers as follows:

- President (PRES)
- Treasurer (TREAS)
- Society Meetings Coordinator (SMC)
- Editor-in-Chief (EDCHEF)
- Conference Record Editor (if applicable)
- Technical Committee Chair

Obtain current addresses from NPSS Meetings form 770809-X.

Conference chairman shall retain a duplicate copy and shall provide copies also as required by sponsor(s).

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**B. TECHNICAL PROGRAM**

Technical Program Chairman

NAME \_\_\_\_\_ TEL: \_\_\_\_\_

EMAIL \_\_\_\_\_ FAX \_\_\_\_\_

ADDRESS \_\_\_\_\_

Technical theme or subject matter \_\_\_\_\_

Expected No. of papers or abstracts: Submitted \_\_\_\_\_ Presented \_\_\_\_\_

Expected No. of technical sessions: Presented \_\_\_\_\_ Poster \_\_\_\_\_

Expected Attendance at tech sessions \_\_\_\_\_

Type of Publication \_\_\_\_\_ IEEE Catalog No. \_\_\_\_\_

IEEE Conference Record \_\_\_\_\_

IEEE Transactions Issue \_\_\_\_\_

Other (Name) \_\_\_\_\_

None \_\_\_\_\_

**NOTE:**

**IEEE Copyright forms are required of all authors for IEEE Publication.**

Proposed Registration fees:

IEEE members, advance registration \$ \_\_\_\_\_

Nonmembers, advance registration \$ \_\_\_\_\_

IEEE members, at conference \$ \_\_\_\_\_

Nonmembers at conference \$ \_\_\_\_\_

Negotiated Hotel Rates:

Advance Reservation by \_\_\_\_\_ (date) \$ \_\_\_\_\_ (s) \$ \_\_\_\_\_ (d)

Regular Reservation \$ \_\_\_\_\_ (s) \$ \_\_\_\_\_ (d)

No. Rooms reserved for advance registrants \_\_\_\_\_

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**C. EXHIBITS**

Exhibit Committee Chairman:

NAME \_\_\_\_\_ Tel: \_\_\_\_\_

FAX/EMAIL: \_\_\_\_\_

ADDRESS \_\_\_\_\_

Type of Exhibit: Commercial \_\_\_\_\_ Academic \_\_\_\_\_ Other \_\_\_\_\_

Theme of Exhibit \_\_\_\_\_

Expected No. of exhibitors \_\_\_\_\_ No. of booths available \_\_\_\_\_

Price per booth \$ \_\_\_\_\_ Size \_\_\_\_\_

Principal products or services exhibited \_\_\_\_\_

Exhibit Manager: \_\_\_\_\_

NAME \_\_\_\_\_ Tel: \_\_\_\_\_

FAX/EMAIL: \_\_\_\_\_

ADDRESS \_\_\_\_\_

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**PART II: POST CONFERENCE REPORT**

Date of Report \_\_\_\_\_

A. GENERAL

Provide a general summary of the following:

Publicity: (Effectiveness of mailouts, ads in technical publications, newspapers, \_\_\_\_\_ etc.)

A. GENERAL - (Continued)

Attendance: (Total, Plenary, Oral sessions, Poster sessions, short courses, comparison with previous years)

B. TECHNICAL PROGRAM

Technical Sessions: Appraisal of technical program (number and quality of papers, reaction of attendees, trends relative to past conferences, oral versus posters quality and attendance, strong and weak points of the program, suggestions for future. What did the organizers learn?

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**B. TECHNICAL PROGRAM (Continued)**

Plenary Sessions: Appraisal of Plenary sessions, quality of speakers, effectiveness of themes, audience reaction):

Publications:

Conference record:

No. printed \_\_\_\_\_ Included in registration \_\_\_\_\_ Other distribution \_\_\_\_\_

Selling price at Conference:            Members \$ \_\_\_\_\_ Nonmembers \$ \_\_\_\_\_

Post conference prices:                Members \$ \_\_\_\_\_ Nonmembers \$ \_\_\_\_\_

Special sales (detail) \_\_\_\_\_

Was publication included in registration fee? \_\_\_\_\_

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**C. EXHIBITS**

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Attendance at exhibits: 1st day \_\_\_\_\_ 2nd day \_\_\_\_\_ 3rd day \_\_\_\_\_ 4th day \_\_\_\_\_

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Reaction of exhibitors: (Overall attendance, placement, traffic flow, overall \_\_\_\_\_ satisfaction):

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C. EXHIBITS (Continued)

Evaluation: (Appraisal regarding exhibit quality, utility, problems, trends relative to prior years, suggestions for future):

D. SHORT COURSES

Evaluation: (Summarize course attendance, attendee reaction, and financial \_\_\_\_\_performance):

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E. MEMBERSHIP RECRUITING ,TRANSNATIONAL ASPECTS: (Comment on success of membership recruiting, if any; and transnational participation in planning \_\_\_\_\_ as well as attendance. Offer any suggestions for future improvements.

F. FINANCIAL

Performance: Did conference meet its proposed budget? \_\_\_\_\_

If there were major budget deviations from plan, give reasons:



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F. FINANCIAL (Continued)

Planning & Planning Tools: General comments on budget planning, accounting and budget control, and trends or guidance for future conferences: \_\_\_\_\_

E. SUMMARY

Discuss overall successes and shortcomings of the conference. Is conference gaining or losing support of members or exhibitors in relation to prior years? Discuss trends observed that will help with future conferences. Offer suggestions for improvement and pitfalls to avoid. \_\_\_\_\_

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Report prepared by: \_\_\_\_\_ Tel/email \_\_\_\_\_

Address \_\_\_\_\_

Date Submitted \_\_\_\_\_

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**ATTACHMENT D4**

**IEEE MEETING INFORMATION SCHEDULE**

**(Ref. MOM infoschdint.PDF)**

**Special Note for NPSS Chairs:**

***DO* return the Information Schedule Form to the NPSS Society Treasurer.**

***DO NOT* return it to IEEE Conference Services as stated on the form.**

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**ATTACHMENT D5**

**IEEE CONFERENCE PUBLICATION FORM**

**(Ref. MOM confpubfminter.PDF)**

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**ATTACHMENT D6**

**IEEE REQUEST FOR CONFERENCE INSURANCE**

**(Ref.MOM Insfmint.PDF & Insfm7int.PDF)**

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**ATTACHMENT D7**

**OVERALL PLANNING SCHEDULE**

**(Ref. TableCnt.PDF: Pages 36-37/170, Page 62/170)**

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**NPSS CONFERENCE ORGANIZATION  
STARTUP PROCEDURE SUMMARY**

<b>ITEM</b>	<b>ACTION</b>	<b>RESPONSIBILITY</b>	<b>WHEN</b>
1	AdCom approval of <i>new</i> conference	TC Chair	Prior to any formal actions
2	Select dates & secure site	TC Chair	2-3 yrs if <400 att. 4+ yrs if >400 att.
3	Select Conference Chair	TC Chair	Ts = 2 yrs minimum before conference dates (Tc)
4	Notify AdCom and CPC	TC Chair	Ts + 2 weeks
5	Obtain Policy Planning Procedures	TC Chair/CPC Coordinator	Ts + 2 weeks
6	Obtain IEEE Meetings Organization Manual (MOM) from IEEE Conference Services	ConfChair	28-20 months <Tc
7	Obtain IEEE Budget Accounting Software from IEEE	ConfChair	28-20 months <Tc
8	Submit Conference Information Schedule and Insurance Forms to IEEE	ConfChair	28-20 months <Tc
9	Submit proposed budget and Rrport (Part I) to NPSS Treasurer	ConfChair	20-16 months <Tc
10	Submit overall conference timeline to TCC and CPC Chairs	ConfChair	20-16 months <Tc
11	Obtain Budget advance from Society Treasurer	ConfChair	20-26 months <Tc

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**ATTACHMENT D8**

**TRANSNATIONAL PARTICIPATION**

**(Ref. TableCnt.PDF: Pages 164-166/170)**